

## Task List PHARMACY

Student \_\_\_\_\_ Department \_\_\_\_\_

The student will read and study departmental policy and procedure manuals for PHARMACY.  
The student will either observe or aid in the performance of the following activities.

Activities	Observed	Aided	Date
1. Review of safety procedures for Pharmacy			
2 Procedure for securing narcotics and for behavior in the event of a robbery			
3. Relating chemical, generic, and trade names of common drugs			
4. Preparation of unit doses from bulk Containers of drugs			
5. Mixing and compounding			
6. Procedures for ordering supplies, maintaining inventory, and restocking shelves			
7. Procedures for charging/billing patients for prescriptions			
8. Procedures for disposal of medications			
9. Differentiation of OTC and prescription drugs			
10.Delivery of drugs to various areas of the health care facility			
11.Using computers for record keeping and for orders			
12.Review of ethical principles pertaining to pharmacy			
13.Medication charts			
14.Other			

Facility Supervisor Signature \_\_\_\_\_

Student Signature \_\_\_\_\_